



REQUEST FOR QUALIFICATIONS CONTROLLER

Who We Are

Established in 1957, the Southwest Detroit Business Association (SDBA) works with local businesses, investors, entrepreneurs, customers and neighbors to capitalize on Southwest Detroit's competitive advantage. We support our community's vision for a healthy, vibrant neighborhood. The Association is a coalition of business and community interests committed to facilitating the continuation and enhancement of a stable, economically healthy Southwest Detroit. We accomplish this by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit. To learn more about our agency: www.SouthwestDetroit.com.

Position Summary

Job Type: Contractual position or firm; Relationship flexibility to be an employee

Job Environment: Regular on-site work in the SDBA office one or two days per week

The Controller serving SDBA is responsible for providing leadership and overall management of the organization's financial-related activities, including accounting, budgetary, and operational and programmatic support to all agency programs and activities. The Controller will supervise and oversee all financial-related activities including budgeting, cost analysis, cost and risk management, revenue forecasting, cash-flow management and optimization, reporting, accounting, finance, banking relationships, and capital expenditure, and financial planning and operations. The candidate should have a grasp of the changing landscape of Detroit, specifically Southwest Detroit; changing non-profit funding through earned income, sensitivity to the interface of political impacts on member businesses; billing and payroll; compliance; labor laws; retirement plan administration; and the integration and growth of new services. Candidates should prove effective working in partnership with a well-coordinated leadership team to support the organization's activities and endeavors. This strategic role requires oversight of the SDBA Senior Business Manager, collaborating well with colleagues and board members within the organization, and requires a strong level of strategic decision-making ability.

The Controller will be responsible for directing and supporting the financial operations of the SDBA and will be responsible in working closely with the management team to drive the financial vision, direction, guidance, and compliance to support successful operations. This leadership position will oversee the financial analysis, planning, budgeting, and billing operations of the SDBA, providing direct control and supervision over all aspects of finance, accounting, contracting, and revenue cycle management. Further, the Controller will actively participate in the development and implementation of the organization's strategic and fund development plans. The Controller is a key contributor to the achievement of the organization's strategic and operational goals. Reporting directly to the organization's president, the Controller will provide strategic financial input to the executive team, while keenly overseeing the overall accounting processes.

The successful Controller will work in collaboration with the Executive Team and Board of Directors to implement a fiscal strategy which supports the organization's strategic plan and vision and financial procedures to improve and maintain the financial health of the organization.



Essential Functions & Responsibilities

Under the direct supervision of the President, the Controller oversees all fiscal operations, assuring alignment with the organization's strategic goals. The Essential Functions and Responsibilities of the Controller include, but are not limited to, the following:

- Assesses the current financial systems
- Oversees all financial activities of the organization with an annual budget of \$1.5 million including accounting, budgeting, forecasting, cash flow management, financial reporting, preparation of cost reports and regulatory filings, and billings and collections.
- Develops and upholds effective internal controls to safeguard assets and reliability of financial statements.
- Oversees and assists in the monitoring and compliance of federal, state, local, corporate and foundation grants and contracts.
- Develops, reviews, and recommends updates to the organization's financial policies and procedures and assures their implementation.
- Attends meetings with the executive team, Board of Directors, and the Finance Committee as appropriate.
- Oversees and assists with the development of organization-wide, grant, and individual program budgets, monitors adherence to budget, and provides analysis and feedback to management.
- Oversees corporate tax filings, audits, and reports and ensures the timely submission of all filings.
- Evaluates and oversees all organizational insurance policies and ensures the ongoing maintenance of all policies including general liability and property. Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and maintain consistency with required quality levels.
- Conducts financial analysis and assists with financial planning to identify opportunities for improving financial performance.
- Creates drive and support to ensure effective and efficient structures and processes are in place for smooth financial and revenue cycle operations.
- Takes a leadership role in promoting, instituting, and teaching financial discipline across the organization.
- Directs the senior business manager to implement recommended policies, programs, or operating changes.
- Ensures compliance with closing calendar, planning deadlines, and reporting requirements.
- Provides leadership for the annual planning process by planning, organizing and coordinating fiscal operations including operating and capital forecasting and analysis based on fiscal and program service data.
- Analyzes and reports on the financial results to help the organization proactively develop accurate projections for potential initiatives and offer valuable commentary and insights.
- Improves and manage processes for financial forecasting, budgets, and reporting.
- Plans, develops, organizes, implements, directs, and evaluates the organization's fiscal function and performance.
- Assures implementation of internal controls and generally accepted accounting procedures.
- Evaluates the organization's financial position and issues periodic reports on the organization's financial stability, liquidity and growth.
- Performs other duties as assigned by the President.



Qualifications

This position requires a high level of competence in the area of financial administration and accounting controls and involves considerable self-initiative and judgment. The Controller provides direction in the financial strategies and ensures leadership and coordination in the administrative, business planning, accounting, and budgeting aspects of the agency. The candidate will be a self-starter with high intelligence and energy levels; a team player with dynamic leadership skills, confidence to interact productively with all personalities, and exceptional communication and interpersonal skills; and, a strategic planner and problem solver who can successfully apply their experience and appropriate judgment to deal with complex business situations. The following are the main qualifications—education, experience, and skill requirements of the position.

Education and Certification

- Bachelor's degree in accounting, finance, or business or related field required (or equivalent experience)
- Master's degree in business administration/management, accounting, finance, or related field preferred
- Certification as a Public Accountant, a Certified Management Accountant (CMA), or an equivalent professional certification preferred

Experience

- Leadership or Management: 5 to 7 years demonstrated leadership at the senior management / administrative leadership level (Required)
- Accounting or Finance: 5 years (Required)
- Experience managing and overseeing all aspects of the financial/accounting management functions (Required)
- **Nonprofit** financial management experience (Preferred)

Skills and Knowledge

- Strong software proficiency in Microsoft Office Suite, particularly Excel, and financial / accounting database software packages
- Excellent oral and written communication skills with the ability to interact with and present financial information to multiple stakeholders and audiences
- Strong analytical, financial, writing and oral presentation skills
- Demonstrated ability to supervise/manage a team
- Knowledge of Generally Accepted Accounting Principles
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills
- Highly ethical with a high level of integrity, self-motivated, dependable, reliable, and detailed-oriented.
- City, State and Federal grant and financial reporting procedures
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including the management of health care and retirement plans
- Analyze and solve problems effectively and efficiently
- Communicate effectively both verbally and in writing

Supplemental Information



The SDBA is an equal employment opportunity employer. We support inclusive excellence and are committed to creating a safe and welcoming community for all. The SDBA policy prohibits discrimination based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, physical or mental disability, gender stereotyping, and gender identity, taking a protected leave (e.g. family medical or pregnancy leave), or on any other basis protected by applicable laws.

The SDBA has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that reinforces these practices. The SDBA welcomes and encourages applications from all, especially women, minorities, people of color, veterans, persons with disabilities, and members of the LGBTQA community.

Response

Companies or professionals interested in providing Controller functions for SDBA must provide a cover letter, resume, complete the proposal fillable form (see below), and three professional references. Applicants may email careers@southwestdetroit.com if needed, for a copy of the Proposal Fillable Form, which must be completed and included with their application; this form may also be searched for and downloaded from southwestdetroit.com.

If you have any questions about this RFP, contact careers@southwestdetroit.com. Please submit electronic copy of a response no later than Close of Business (5:00pm ET) on Friday, September 20, 2019 to the attention of: careers@southwestdetroit.com

In applying for a position, candidates sign a consent authorizing a broader inquiry which may include reference checks and a third-party background check.



RFP Evaluation Criteria and Proposal Fillable Form

CRITERIA	POINTS	Proposal response space. Please address the criteria in the space below. Please write concisely; provide examples or detail when applicable. <i>Max 300 character count per item.</i>
Education and Certification	/15	
Bachelor's degree in accounting, finance, or business or related field required (or equivalent experience)	5	
Master's degree in business administration/management, accounting, finance, or related field preferred	5	
Certification as a Public Accountant, a Certified Management Accountant (CMA), or an equivalent professional certification preferred	5	
Experience	/16	
Leadership or Management: 5 to 7 years demonstrated leadership at the senior management / administrative leadership level (Required).	4	
Accounting or Finance: 5 years (Required).	4	
Experience managing and overseeing all aspects of the financial/accounting management functions (Required).	4	
Nonprofit financial management experience (Preferred).	4	
Skills and Knowledge	/39	
Strong software proficiency in Microsoft Office Suite, particularly Excel, and financial / accounting database software packages required.	3	
Excellent oral and written communication skills with the ability to interact with and present financial information to multiple stakeholders and audiences.	3	
Strong analytical, financial, writing and oral presentation skills.	3	
Demonstrated ability to supervise/manage a team.	3	
Knowledge of Generally Accepted Accounting Principles.	3	



SOUTHWEST DETROIT
BUSINESS ASSOCIATION

CRITERIA	POINTS	Proposal response space. Please address the criteria in the space below. Please write concisely; provide examples or detail when applicable. <i>Max 300 character count per item.</i>
Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.	3	
Highly ethical with a high level of integrity, self-motivated, dependable, reliable, and detailed-oriented.	3	
General accounting and financial reporting procedures in accordance with the city of Detroit.	3	
City of Detroit grant budgeting/reporting procedures and requirements.	3	
Payroll reporting and processing of payroll taxes.	3	
Employee benefits, including the management of health care and retirement plans.	3	
Analyze and solve problems effectively and efficiently.	3	
Communicate effectively both verbally and in writing.	3	
Similarity with SDBA and Surrounding Communities	/15	
Organization/Individual is Detroit based, minority owned, and/or women owned	5	
Organization/Individual has previously worked in Detroit neighborhoods	2	
Organization/Individual has previously worked with SDBA	2	
Staff have previously performed financial management	2	
Staff are bilingual (Spanish)	2	
Previous experience and knowledge with small business policies	2	
Client references – 3 reference with full contact information and description of their respective scope of work	/5	
Proposed Fee (the lower the bid, the more points given)	/10	
TOTAL	100	